



Sign or Façade Reimbursement Grant Program

Application Information

If you have any application questions, or any sign or façade permit questions please contact the Main Street Manager at 936/291-5920.

The Huntsville Main Street Program is a revitalization program designed to enhance the unique character of the downtown through historic preservation and community involvement, while at the same time promoting downtown, providing educational and technical assistance to business and property owners, and maintaining the beauty of Huntsville. As an economic incentive, Huntsville Main Street has designed the following sign or façade reimbursement grant program.

Sign & Façade Reimbursement Grant Details (please read carefully):

The Huntsville Main Street Sign or Façade Reimbursement Grant Program is set up as a **single payment reimbursement** to property owners per building/business, and in some situations, tenants. **Grants are available on a 50/50 matching basis with a cap of \$500 per grant (\$1,000+ total project costs).** Grants funds focus on signs, which include ground signs, projecting signs, wall signs, and marquee signs or the front facades for commercial buildings located in the nine blocks of the Huntsville Main Street District. Application may be made for both a sign grant and a façade grant at one time with the approval of both the **Huntsville Main Street Infrastructure Committee** and then by the **Huntsville Main Street Advisory Board**.

All grants are available throughout the year, on a first come, first serve basis until total funds are depleted. **NO GRANTS WILL BE AWARDED FOR WORK THAT HAS ALREADY BEEN DONE.** All submitted work will be reviewed and approved first by the **Huntsville Main Street Infrastructure Committee** and then by the **Huntsville Main Street Advisory Board** before any eligible work may begin. If awarded a reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Any construction that begins before the approval of the **Huntsville Main Street Advisory Board** of grant proposals will void any reimbursements from being rewarded.

1. ***Determine eligibility:*** Discuss project plans with the Main Street Manager and set up an appointment for free assistance with sign or façade designs through the Texas Main Street Center's Architectural Assistance Program. **The Design Guidelines for the Huntsville Downtown District should be a reference** guide when making any improvements to properties in the Huntsville Downtown District. The Design Guidelines for the Huntsville Downtown District are available from the Huntsville Main Street office, 1203 University Avenue, Huntsville Texas, 77340 and online at www.huntsvillemainstreet.com or http://www.huntsvilletx.gov/arts/streetscape_guidlines.html
2. ***Fill out sign or facade reimbursement grant application form and the agreement form.*** All grant applications must include a scale drawing by the applicant or their designer, the Texas Main Street Architect, or the Huntsville Main Street Office. **Color samples of all final paint selections and/or final material selections must be included with the application to be reviewed by the Huntsville Main Street Infrastructure Committee and approved by the Huntsville Main Street Advisory Board.**

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Obtained **itemized** written work estimates on all project work from contractors or projects architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

3. ***Return the completed application form*** with all original itemized work estimates, color samples, drawings, and example sign material of the proposed work to the Huntsville Main Street Office at 1203 University at least one week prior to the first Thursday of every month.
4. ***The approval process will include without limitation the following:***
 - a) Grant projects must meet current building standards and codes*, as well as building permit requirements. *If the sign or façade involves a building that is part of the Architectural Façade Easement, other approvals will apply. Applicant is responsible to meet with the Main Street Manager to obtain more information about other approvals associated with Architectural Façade Easements.
 - b) The **Huntsville Main Street Infrastructure Committee** generally meets on a monthly base, and all applicants are required to attend and present their grant reimbursement project to the committee for review and approval.
 - c) Notwithstanding anything stated in this Application to the contrary, final approval for any grant shall be vested in the **Main Street Advisory Board**.
 - d) The **Main Street Advisory Board** may receive recommendations from committees or commissions, such as the **Huntsville Main Street Infrastructure Committee**, which review all or a part of the Application. **Huntsville Main Street Infrastructure Committee** recommendations shall be advisory only and no recommendation shall be binding on the **Main Street Advisory Board**.
 - e) The **Main Street Advisory Board** shall consider only Applications which have been properly and fully completed and which contain all information required in the Application.
 - f) **All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior** to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the **Huntsville Main Street Infrastructure Committee** to determine the bid components and authenticity of the bid.
 - g) An Applicant who submits an Application that was declined a grant by the **Main Street Advisory Board** shall not be eligible to re-submit a grant application for six (6) months from the date the prior Application was declined by the **Main Street Advisory Board**.
 - h) Applicants receiving approval by the **Main Street Advisory Board** shall commence construction described within the Application within thirty (30) days from the date the grant is awarded by the **Main Street Advisory Board**. All applicants must complete the construction described in the Application within four (4) months from the date the grant was approved by the **Main Street Advisory Board**. If the

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Applicant is unable to commence construction within thirty (30) days from the date the grant is approved, or complete construction within four (4) months, the Applicant may submit a written request

- i) for an extension for the commencement date or completion date provided the extension request is made prior to the thirty (30) day or four (4) month time limit. The **Huntsville Main Street Infrastructure**

Committee shall not be obligated to allow extensions, but may do so for good cause determined solely by the **Main Street Advisory Board**. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the **Main Street Advisory Board**. An extension denial can not be appealed and shall be final with the **Main Street Advisory Board**.

- j) As a condition of this grant Application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow the **Main Street Advisory Board** to request the City's Chief Building Inspector to determine if the building is sound enough to support the sign or façade. And if awarded shall not be used for construction of any work that is not in compliance with the City Municipal Codes and Ordinances (Development Code Section 206 and Section 1109) which are applicable to the construction contemplated in the application.
- k) The Applicant, by submission of this Application, represents the construction described within the Application shall be used on a building which is in compliance with all codes and ordinances.
- l) **The Main Street Advisory Board** shall have sole discretion in awarding grants, except in cases appealed to and reviewed by office of the Huntsville City Manager. **The Main Street Advisory Board** shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the sign or façade on which the grant funds will be used.
- m) No Applicant has a proprietary right to receive grants funds. **The Main Street Advisory Board** shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program. The review criteria may include, but shall not be limited to, sign or façade design, sign's message, effects of preexisting signs, and overall streetscape objectives.
- n) The applicant is required to furnish photographs of the building's sign or façade after the installation or reworking of the signage or building face is complete, as a condition of final reimbursement.
- o) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
- p) Approved projects will only receive one grant from the **Main Street Advisory Board** per sign or façade rework at any given time.
- q) Approved Applicants will only receive one grant approval every (3) three years from the date a previous grant was awarded by the **Main Street Advisory Board**.

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- r) An applicant must attend HMSIC meetings when requested to do so by the **Main Street Advisory Board**. Failure to attend either meeting when required shall be cause for rejection of the Application.
- 5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Huntsville Main Street office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, and a completed W-9 form for a single payment reimbursement of the approved funding.

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Sign or Façade Reimbursement Grant Program Checklist

Use this form as a checklist to follow all steps needed to complete the Sign or Façade Reimbursement Grant Program application to receive approval.

- ◆ **Meet with Huntsville Main Street Manager to determine eligibility** and to walk through Sign or Façade Reimbursement Grant and instructions.
- ◆ **Meet with the Huntsville Main Street Manager if any work may involve receiving a building or sign permit or dealing with historic preservation issues.**
- ◆ **Completely fill out Sign or Façade Reimbursement Grant application and agreement form.** (Also include required attachments: application and all submitted materials; photographs of building's exterior.
- ◆ **Return completed application and agreement form with required attachments to the Huntsville Main Street Manager at least one week before HMSIC meetings to be added to the next meeting agenda.**
- ◆ **Receive design approval of proposed work listed on grant application.** *Get all needed approval application forms.*
- ◆ **All approved Applicants will not start construction until they have received written notification of approval by the Main Street Advisory Board.**
- ◆ **Sign or Façade Reimbursement Grant project construction work must commence within 30 days of approval from Main Street Advisory Board and be complete within four months.**
- ◆ **Upon completion of Sign or Façade Reimbursement Grant project,** furnish photographs of the sign or façade work, copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, and a completed W-9 form to receive a single payment reimbursement of the approved funding.

*The Main Street Manager can be reached at 8pm to 5pm every weekday at:
(936) 291-5920
1203 University Avenue, Huntsville, TX 77340*

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Sign or Façade Reimbursement Grant Program Application

Please return completed application with necessary attachments and signature to Huntsville Main Street office at 1203 University Avenue at least one week before the Main Street Infrastructure Committee meeting held on the first Thursday of the month. If you have any application questions, please contact the Main Street Manager at 936/291-5920.

For: ☐ Sign Grant ☐ Building Façade Grant

◆ Applicant Name _____ Date _____

◆ Business Name _____

◆ Mailing Address _____

◆ Contact Phone _____ Email Address _____

◆ Building Owner (if different from applicant) _____

◆ Physical Building Address _____

◆ Details of Planned Improvements for Sign Reimbursement Grant:

(attached additional paper if necessary)

◆ List Contractor/Project architect Proposals and Total Amounts (please attach original proposals)

1. _____
2. _____
3. _____

◆ Total Cost of Proposed Sign or Façade Grant Project: \$ _____

◆ Amount of Sign or Façade Grant Requested of 50% or up to \$500.00 of Total Cost above: \$ _____

◆ Attach all required color samples of paint, awning/canopy, sign design, etc.

Applicant's Signature _____

Date _____

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Sign or Façade Reimbursement Grant Agreement Form

Please return completed application with necessary attachments and signature to Huntsville Main Street office at 1203 University Avenue at least one week before the Main Street Infrastructure Committee meeting held on the first Thursday of the month. If you have any application questions, please contact the Main Street Manager at 936/291-5920.

I have met with the Huntsville Main Street Manager, and I fully understand the Reimbursement Grant procedures and details established to forward the efforts of the downtown revitalization and historic preservation efforts known as Huntsville Main Street Program.

I have read the Reimbursement Grant Application Procedures including the Sign or Façade Reimbursement Grant Details.

I understand that if I am awarded a Sign Reimbursement Grant by the Huntsville Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the Sign Reimbursement Grant. If the sign is altered for any reason within one (1) year from construction, or I do not maintain the sign I may be required to reimburse the City of Huntsville immediately for the full amount of the Sign Reimbursement Grant.

I also understand that in the event the business closes or moves from the Huntsville Main Street Program's area within five (5) years of the grants approval date shown on this Agreement Form, or defaults in its performance of maintaining the grant sign, that the owner of the sign referred to on the Sign Reimbursement Grant Agreement Form as the Business/Organization agrees to pay within sixty (60) days of the Business/Organization closing or moving out of the Main Street area the full amount granted to the Business/Organization. Failure to do so will become a tax debt to the City of Huntsville and in the event such funds are not paid upon the receipt of written notification, penalty and interest shall be charged at the maximum rate allowed by law and collection efforts will be persuaded.

Business/Organization Name

Applicant's Signature

Date

Building Owner's Signature (if different from applicant)

Date

Huntsville Main Street Program Infrastructure Committee Approval

Date

Huntsville Main Street Advisory Board's Approval

Date

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Simplified Check list

Sign or Façade Reimbursement Grant Program

- ☐ Returned the completed application signed and dated with:
 - ☐ Sign or Façade designs
 - ☐ Color samples
 - ☐ Material selection
 - ☐ Written estimate/s no older than 90 days
 - ☐ Return the application two weeks before the Infrastructure Committee meeting held on the first Thursday of each month

- ☐ Contacted the City Building Inspector for needed approvals? (Mike Roempke 294-5772)

- ☐ Completed the sign within 30 days?
If not, the Applicant must submit a written request for an extension?

- ☐ When the sign is completed, present the Huntsville Main Street office with copies paid invoice for the sign, including a copy of the cancelled check and/or credit card receipt, furnish a photograph of the sign or facade, and a completed W9 form.

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